

Preliminary Plat Check List

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

Generally, a preliminary plat is only necessary with Single Family, Two-Family, and Town Home developments. A preliminary site plan may be submitted instead of a preliminary plat for a Town Home development.

- ☐ Title block located in lower right corner with subdivision name, block and lot numbers, survey name and abstract number, number of acres, preparation date, city, county and state
- ☐ Legend, if abbreviations or symbols are used
- ☐ Name, address and phone number for owner, applicant, and surveyor
- ☐ Location/vicinity map
- ☐ North arrow and scale appropriate for the level of detail – multiple pages may be required
- ☐ Property boundary with dimensions and bearings
- ☐ Legal (metes and bounds) description with total acreage
- ☐ Property is to be tied to original survey and abstract corner
- ☐ Lot dimensions in feet with bearings and angles to street and alley lines
- ☐ Lots and blocks with lot and block numbers. Include a table of lot and block numbers with the square footage of each lot (can be an 8 ½ x 11 for the file)
- ☐ Building Lines
- ☐ Location of existing water courses, railroads, and other similar drainage and transportation features
- ☐ Location of existing buildings and structures
- ☐ Location of existing and proposed streets and alleys with centerline design radii, medians, median openings, turn lanes with storage and transition dimensions, right-of-way widths, and names of proposed streets (submit letter requesting street name approval with application)
- ☐ Right-of-way dedications or reservations
- ☐ If preliminary plat contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
- ☐ Existing and proposed utilities and easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc...
- ☐ Filing information for all existing easements and rights-of-way. Provide all bearing and distance information on existing easements, including separate instruments. Where property or easement extends into multiple counties, plats and separate instruments are to be filed in each county
- ☐ Conceptual detail of proposed screening and landscaping (including location, ROW, materials, description, height, etc...)
- ☐ Length of all arcs, radii, internal angles, points of curvature, length, and bearings of all tangents

- ❑ Existing and proposed FEMA 100-year floodplain and elevation. Include minimum finished floor elevations of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: "no floodplain exists on the site." A floodplain reclamation study will be required with the final plat if necessary
- ❑ Existing and proposed topography at two (2) foot contours or less, including drainage channels and creeks
- ❑ General arrangements of land use, park and school sites, public facilities, private open space, and floodplains
- ❑ Phasing
- ❑ Proposed densities (exclude major thoroughfares from density calculations)
- ❑ Locations, material, and size of all monuments
- ❑ Outline of all property offered for dedication for public use
- ❑ Adjacent properties – land use, zoning, subdivision name, owner name of unplatted property, and recording information
- ❑ Surveyor's certificate (signed and sealed) with notary block
- ❑ City approval signature block located on the right side of the page (See page 35)
- ❑ Certificate of ownership with notary block(s)
- ❑ Dedication language for easements (fire lane, landscape, Visibility and Maintenance, utility, access, drainage and floodway, and drainage and detention)
- ❑ Note stating which single-family district standards apply to the subdivision (if applicable)
- ❑ List the following note on the plat: "Notice: Selling a portion of this addition by metes and bounds is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits."
- ❑ Other information as considered essential by the Planning & Zoning Commission or City Council including:
 - Offsite improvements (roads, drainage, fire lanes, median openings, etc...)
 - General Tree Survey including tree loss (See General Tree Survey Check List, page 20)

Preparer's Signature _____